

Standard Operating Procedures

Process for Preparing Minutes for SACUA, Senate Assembly, and University Meetings

Recording

1. The Senate Secretary may record meetings as an aid for drafting the minutes, except during the following:
 - a. Executive sessions
 - b. When guests are present, unless they provide their permission in advance
2. These recordings will be for the sole use of the Senate Secretary for the preparation of minutes.
3. Once minutes are approved, the Senate Secretary shall delete any such recordings.

Minutes Deadlines

1. Regular Minutes Deadline. For Monday SACUA meetings, the Senate Secretary will aim to send a final draft of SACUA meeting minutes to the [Faculty Senate Office](#), copied to the [Faculty Senate Chair](#), by **the Thursday morning following the meeting** (“the regular minutes deadline”).
2. Extended Minutes Deadline. For University Senate meetings, Senate Assembly meetings, non-Monday SACUA meetings, weeks impacted by the observance of holidays, breaks, season days, or instances in which the Senate Secretary would benefit from additional time, meeting minutes may instead be sent later than the Regular Minutes Deadline.
 - a. The “Extended Minutes Deadline” shall be **the next subsequent Thursday morning after the Regular Meeting Deadline and any intervening holiday observance, break, or season day.**
 - b. Generally, this Extended Minutes Deadline will often be on the Thursday morning of the week after the meeting.

SACUA

1. Minutes Review
 - a. The Faculty Senate Office Director will review and edit, with changes tracked, the first draft of any minutes that are received by noon on Thursday of each week as soon as reasonably possible. The review and subsequent SACUA approval of any minutes that the Faculty Senate Office receives after Thursday at noon or during the observance of any holidays, breaks, or season days may be deferred until the next week or as soon thereafter as is reasonably possible.
 - b. The Faculty Senate Office Director will send the edited minutes to the [Faculty Senate Chair](#) for final review and edits.
 - c. The Faculty Senate Chair will send the final edited minutes to the [Faculty Senate Office](#) as soon as possible.

- d. If the Faculty Senate Office receives the edited minutes after noon on the Friday before a Monday SACUA meeting, the minutes might not be approved at that Monday SACUA meeting and may instead be deferred to the next subsequent SACUA meeting for review and approval.
2. Minutes Distribution
- a. After receiving the edited minutes from the SACUA Chair, the Faculty Senate Office Director will retain the edited minutes file while also creating a final draft copy with the following naming convention: MM/DD/YY SACUAMinutesDraftforDistribution. In the final draft copy, the Faculty Senate Office Director will remove all comments and tracked changes.
 - b. After preparing the file, the Faculty Senate Office may then distribute to SACUA the final draft minutes, if ready in time, with any meeting materials sent to SACUA the Friday afternoon before the next scheduled Monday SACUA meeting.
 - c. At any time prior to or during SACUA approval of the final draft minutes, both the Senate Secretary and the Faculty Senate Chair may suggest such further changes as they deem warranted, including in response to any changes the Faculty Senate Director accepted as part of finalizing the final draft minutes.
4. Corrections. After minutes are approved at a SACUA meeting, the Senate Secretary will make any changes made during the meeting and will send the final approved minutes to the [Faculty Senate Office](#) with the naming convention: MM/DD/YY SACUAMinutesApprovedforPosting. If the minutes were approved without changes, the Faculty Senate Office may change the name of the file itself.

Senate Assembly

The process detailed above for SACUA meetings is the same for Senate Assembly meetings, with the following changes:

1. The Faculty Senate Office Director will send the edited minutes to the [Faculty Senate Vice Chair](#) for final review and edits, with changes tracked.
2. The Faculty Senate Vice Chair will send the final edited minutes to the [Faculty Senate Office](#) within one week of receipt.
3. The Faculty Senate Office Director will retain the edited minutes file while also creating a final draft copy with the following naming convention: MM/DD/YY SAMinutesDraftforDistribution.
4. The Faculty Senate Office may then distribute the final draft minutes, with any meeting materials sent to the Senate Assembly.
5. If the Faculty Senate Office receives the edited minutes after noon on the Tuesday before a Monday Senate Assembly meeting, the minutes might not be approved at that Monday Senate Assembly meeting and may instead be deferred to the next subsequent Senate Assembly meeting for review and approval.

6. At any time prior to or during Senate Assembly approval of the final draft minutes, either the Senate Secretary, the Faculty Senate Chair, or the Faculty Senate Vice Chair may suggest such further changes as they deem warranted, including in response to any changes the Faculty Senate Director accepted as part of finalizing the final draft minutes.
7. After minutes are approved at a Senate Assembly meeting, the Senate Secretary will make any changes made during the meeting and will send the final approved minutes to the [Faculty Senate Office](#) with the naming convention: MM/DD/YY SAMinutesApprovedforPosting. If the minutes were approved without changes, the Faculty Senate Office may change the name of the file itself.

University Senate

The process detailed above for SACUA meetings is the same for Senate Assembly meetings, with the following changes:

1. The Faculty Senate Office Director will retain the edited minutes file while also creating a final draft copy with the following naming convention: MM/DD/YY SenateMinutesDraftforDistribution.
2. Approval of University Senate minutes cannot be deferred to a subsequent meeting.

Primary Substantive Changes

Significant changes to attempt to streamline the minutes drafting process. A “regular” and an “extended” deadline are now defined to permit the Senate Secretary more flexibility, such as in response to the observance of holidays. Permits the Faculty Senate Director to go ahead and accept tracked changes so that the minutes may be sent on to SACUA members, but adds an explicit note that both the Senate Secretary and the Chair (and for SA minutes, the Vice Chair) may suggest further edits at any time prior to SACUA approval after seeing the minutes distributed to members. Also, provides that the Faculty Senate Office, not just a Faculty Governance Coordinator, may distribute minutes and that the Faculty Senate Office may finalize the naming of the files of approved minutes if no changes were made to the minutes during a meeting. Permits the Secretary to record some portions of meetings for the temporary use of the Secretary to assist in drafting minutes.